

Formal Letter

Decide if the following phrases are formal or informal:

- Anyway,
- It gives me a great honour _____
- I should like to ask you gently
- As you mentioned
- As you said
- You already said
- I'm very happy _____



- I am writing in response to _____
- Yours sincerely
- Thanks for _____
- I would be so grateful
- I want to ask you about
- I really acknowledge _____
- You kindly stated

Now, use the "formal" phrases above to fill in the gaps in the following letter.

Head, Students' Union
University of Hekasbrough
Scotland

CEO, Education Unlimited
Kungsbruks 85
Uppgang GB....
6th, December, 2017

Dear Mrs Bloomfield

1) _____ your invitation letter dated on 21st August. 2) _____ to accept your invitation as a guest speaker in your panel discussion on Digital Learning Resources. 3) _____ the receipt of this invitation. However, there are some points I need to clarify.

Firstly, 4) _____ in your welcomed letter that I am going to share my knowledge about digital learning yet I need to be clear if there are specific points to talk about. Secondly, 5) _____ that there would be three other experts on the panel and a student representative. My question is, how are we going to coordinate? Is there any sort of a coordination meeting before the discussion?

Moreover, 6) _____ to send me some information about the airliner and the travel tickets. 7) _____ if you provided me with information about the accommodation. I would also like to know about the transportation and how I will go to and from the discussion venue. Finally, I would like to know something about the expenses of the stay there.

Thank you again for your kind invitation. I look forward to hearing from you.

8) _____

Richard Kim

Formal Letter Writing Activity Esl

Thomas Griffiths



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Table of Contents Formal Letter Writing Activity Es1

1. Understanding the eBook Formal Letter Writing Activity Es1
 - The Rise of Digital Reading Formal Letter Writing Activity Es1
 - Advantages of eBooks Over Traditional Books
2. Identifying Formal Letter Writing Activity Es1
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Formal Letter Writing Activity Es1
 - User-Friendly Interface
4. Exploring eBook Recommendations from Formal Letter Writing Activity Es1
 - Personalized Recommendations
 - Formal Letter Writing Activity Es1 User Reviews and Ratings
 - Formal Letter Writing Activity Es1 and Bestseller Lists
5. Accessing Formal Letter Writing Activity Es1 Free and Paid eBooks
 - Formal Letter Writing Activity Es1 Public Domain eBooks
 - Formal Letter Writing Activity Es1 eBook Subscription Services
 - Formal Letter Writing Activity Es1 Budget-Friendly Options

6. Navigating Formal Letter Writing Activity EsL eBook Formats
 - ePub, PDF, MOBI, and More
 - Formal Letter Writing Activity EsL Compatibility with Devices
 - Formal Letter Writing Activity EsL Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Formal Letter Writing Activity EsL
 - Highlighting and Note-Taking Formal Letter Writing Activity EsL
 - Interactive Elements Formal Letter Writing Activity EsL
8. Staying Engaged with Formal Letter Writing Activity EsL
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Formal Letter Writing Activity EsL
9. Balancing eBooks and Physical Books Formal Letter Writing Activity EsL
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Formal Letter Writing Activity EsL
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Formal Letter Writing Activity EsL
 - Setting Reading Goals Formal Letter Writing Activity EsL
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Formal Letter Writing Activity EsL
 - Fact-Checking eBook Content of Formal Letter Writing Activity EsL
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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